

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE

**Meeting of the
Academic Senate
Tuesday, February 23, 1999
UU220, 3:00-5:00pm**

- I. Minutes: none.
- II. Communication(s) and Announcement(s):
- III. Reports:
 - A. Academic Senate Chair:
 - B. President's Office:
 - C. Provost's Office:
 - D. Statewide Senators:
 - E. CFA Campus President:
 - F. ASI Representative:
 - G. Other:
- IV. Consent Agenda:
- V. Business Item(s):
- VI. Discussion Item(s):
 - A. **Forum on MCA (MultiCriteria Admissions) and admissions criteria:** A panel discussion will be held at today's meeting on MCA and admissions criteria and how these have been affected by Proposition 209. Invited panelists include Mike Botwin, Phil Fetzer, Jim Maraviglia, Roxy Peck, and Paul Zingg.
 - B. **Criteria for FMI (Faculty Merit Increases).**
- VII. Adjournment:

Miss - Senate 2.23.99

Adopted:

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

**AS-___-99/
RESOLUTION ON
CORNERSTONES AND THE CONTRACT**

RESOLVED: That the Academic Senate of California Polytechnic State University support CSU Academic Senate Resolution AS-2436-98/Floor (Meyer) entitled *Cornerstones and the Contract* which states:

RESOLVED: That the Academic Senate of the California State University take no additional action on Cornerstones or its implementation until a new contract between the California State University and the California Faculty Association is approved.

Proposed by: Reg Gooden, Cal Poly statewide academic senator

Date: January 26, 1999

STANDARDS AND CRITERIA FOR FACULTY MERIT INCREASES

- Whereas: Assessment of faculty ~~is~~ must be done by the department or unit to which the faculty member is assigned; and
- Whereas: The Mission of Cal Poly and the CSU is predicated on the importance of teaching; and
- Whereas: The Statewide Academic Senate of the CSU has set forth guidelines for the determination of meritorious and outstanding faculty that are based on the emphasis of teaching in the CSU; and
- Whereas: Some faculty members have different assignments and duties within a department or unit; therefore be it
- Resolved: That departmental FMI committees shall consist of at least three members from among tenure track faculty/librarians/counselors/full-time coaches (appointed full time for the entire academic year); and be it further *clarify this language*
- Resolved: That each department or unit shall have the autonomy, within the guidelines and definitions given below, to develop its own review process for recommending its faculty for FMI's; and be it further
- Resolved: That each department or unit shall incorporate into its review process, the recognition of merit in the fulfilling of the assignments of its faculty who have been given assigned time/release time for duties other than teaching (such as being department chair or engaging in professional development); and be it further
- Resolved: That each department or unit ^{shall} recognize that for faculty whose primary duty is teaching, ~~that~~ FMI's may be granted for the quality of any of the following
- a. teaching alone
 - b. teaching and scholarship
 - c. teaching and service to the University and/or community
 - d. teaching, scholarship and service to the University and/or community,

where the following definitions ^{may} ~~are to~~ be used as guidelines:

Teaching may include: Classroom or laboratory instruction of students; supervision of students; thesis or senior project direction; field supervision of students; curriculum development; development of course materials or manuals; other work contributing directly to the teaching of students.

Scholarship means professional growth and achievement and may include: Participating in applied, basic or fundamental research of a recognized academic nature; actively participating in professional organizations and/or meetings; performing, presenting or showing the efforts of one's professional work or creative achievements; publication in recognized and refereed professional journals; publication of a textbook or part of a textbook in one's field of study; writing and submitting grant proposals for funding for research or continuing education in one's professional area; consulting or related work experience which provides one with significant intellectual growth in one's discipline; professional registration, certification or licensing.

University and/or Community Service may include: Service on Department, College University or Academic Senate committees; assisting in Department, College or University activities other than classroom assignments; academic advising; advising, coaching or otherwise assisting student clubs; diversity-related activities; contributing to or serving on community, state or national committees or groups, particularly those requiring the application of one's area of professional expertise.

*add
regional &
international
committees*

POLY PROFILE

FALL 1998

Cal Poly, San Luis Obispo

Office of Admissions & Recruitment

Preliminary Data

September 18, 1998

Cal Poly's admission process is a highly competitive one. Fall 1998 was the fourth straight year the university experienced a record applicant pool. Over 18,000 of California's best students applied to Cal Poly. Of those, the university was able to grant admission to about 6,500 new students, or approximately 36% of those who submitted an application.

In selection, we look for students who are accomplished academically and who have taken an active part in their education in and out of school. Successful Cal Poly applicants typically have significant extracurricular and/or work experience commitments, but we do not value one type of commitment over another.

The students who are accepted to Cal Poly have quite obviously dedicated themselves whole-heartedly to their academics and their other interests. Students we do not accept often have

these qualities as well. To be as fair as possible to all applicants, Cal Poly utilizes an objective, point-based admission selection process developed by our faculty.

When we review your application, we consider:

- ✓ your program of study in secondary school/college
- ✓ academic performance in your classes
- ✓ standardized test scores (except junior transfers)
- ✓ your extracurricular activities or work experience

Beyond the basic qualifications for the California State University, Cal Poly does not require a minimum standardized test score, class rank, or GPA. In fact, it is impossible to predict a candidate's chances of admission by looking at the academic record and test scores alone. That is why we consider other factors for admission, but do so in an objective format.

PRELIMINARY NEW FRESHMAN PROFILE

College	Applied	Selected	Enrolled	GPA	SAT
Agriculture	1,355	840	508	3.44	1079
Arch. & Environmental Design	1,158	450	236	3.69	1177
Business	2,360	662	235	3.67	1169
Engineering	4,031	1,964	832	3.72	1216
Liberal Arts	3,125	812	292	3.63	1146
Science & Mathematics	1,989	702	198	3.72	1173
Other	141	0	0	n/a	n/a
Preliminary New Freshman Subtotal	14,159	5,430	2,301	3.64	1165

PRELIMINARY NEW TRANSFER

College	Applied	Selected	Enrolled	GPA
Agriculture	518	289	188	2.98
Arch. & Environmental Design	447	172	112	3.16
Business	721	137	79	3.28
Engineering	757	158	89	3.29
Liberal Arts	1,111	251	147	3.24
Science & Mathematics	384	106	50	3.41
Other	16	0	0	n/a
Preliminary New Transfer Subtotal	3,954	1,113	665	3.18
New Undergrad Preliminary Total	18,113	6,543	2,966	n/a

RETENTION & PERSISTENCE TO GRADUATION

FINANCIAL AID

FIRST YEAR RETENTION

85.4%

GRADUATION

4 yrs 5 yrs 6 yrs
7.9% 39.7% 55.1%

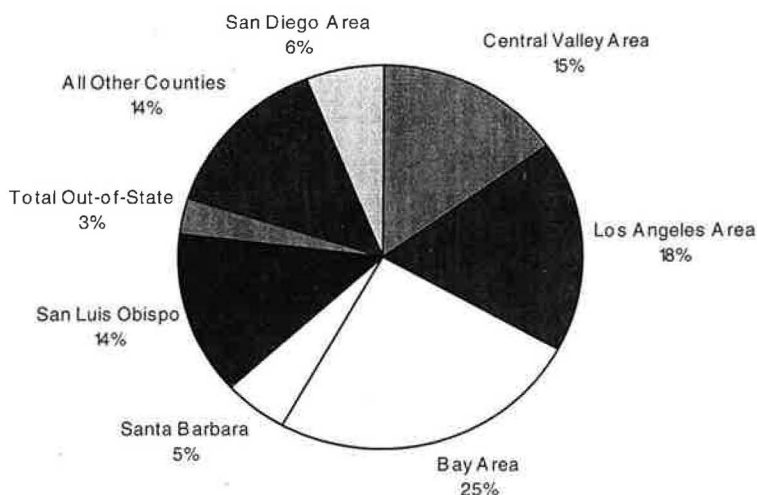
- ✓ 57% of students receive some type of financial aid
- ✓ \$60 million awarded in Fall '98
- ✓ 25% awarded as Federal, State or CSU grants
- ✓ 6% as scholarships
- ✓ 65% as student loans
- ✓ 1% as Federal Work Study

STUDENT AGE & GENDER

- ✓ Average age of all enrolled students for Fall 1998: 22.2 yrs
- ✓ Average age of full-time undergraduate: 21.6 yrs
- ✓ Average age of students living on campus: 18.4 yrs
- ✓ 7,378 female students (44%)
- ✓ 9,357 male students (56%)

GEOGRAPHIC ORIGIN

In Fall 1998, Cal Poly students came from every county in California, 46 other states, The District of Columbia, U.S. territories and 40 foreign countries. Nevertheless, 97% of our students are California residents.



UNIVERSITY SIZE

College	Undergraduate	Graduate	Total
Agriculture	3,270	68	3,338
Arch. & Environmental Design	1,360	37	1,397
Business	2,175	71	2,446
Engineering	3,784	99	3,883
Liberal Arts	2,486	106	2,592
Science & Mathematics	1,629	79	1,708
University Center For Teacher Ed.	0	271	271
Other	111	30	141
Preliminary University Total	14,815	761	15,576

DRAFT

Faculty Merit Increase Draft 7.doc
2/23/99

CAL POLY

PERFORMANCE SALARY STEP FACULTY MERIT INCREASE POLICY

1.0 Performance Salary Step Faculty Merit Increases - General Provisions

1.1 Performance Salary Step Increases (PSSI) Faculty Merit Increases (FMI) recognize demonstrated outstanding or meritorious performance, commensurate with rank, work assignment, and years of service, in each of the following areas: teaching and other professional performance, professional growth and achievement, and service to the University community, students, and community in the area of teaching, as well as for other scholarly professional accomplishments and for service to the University community. Faculty unit employees whose performance does not include assignments in all of the above areas shall nonetheless be eligible for a PSSI FMI on the basis of their performance in the individual areas of their assignment (MOU -- see Article 31.14). The MOU does not require the University to award a Faculty Merit Increase to any individual unit member.

1.1.1 The following working definitions shall apply:

Outstanding: exceptional performance; distinguished; acknowledged as a model of performance.

Meritorious: commendable performance; worthy of praise, cooperative and productive work with colleagues.

1.2 The recognition of outstanding or meritorious performance by a Unit 3 employee shall be in the form of :

(a) a permanent increase in the base salary of the individual, or

(b) a bonus (not a permanent increase in the base salary of the individual) of no more than the equivalent of an annual salary increase of ten percent (10.0%) in the case of faculty unit members who have reached the top of his/her rank or classification in the salary schedule and who are not full-Professors. (See MOU 31.14-31.15).

1.2.1 Full Professors may be paid above the top step. Merit increases for full Professors above the top step may be in the form of a bonus and/or a base pay increase.

1.2.2 The recognition of outstanding performance may also be in the form of a bonus (not a permanent increase in the base salary of the individual) of no more than the equivalent of an annual salary increase of ten percent (10.0%) in the case of faculty unit members whose outstanding or meritorious performance was part of an activity or project conducted by a team, department or group of employees.

PSSI awards shall consist of from one to five steps on the salary schedule in any single year (MOU -- see Article 31.15), or shall be in the form of a bonus (not a permanent increase in the base salary) in those cases where the faculty unit employee has reached the top step of his/her rank and shall not exceed 2.4% of the incumbent's annual salary base.

1.2.3 A recipient may not receive more than a ten percent (10.0%) Faculty Merit Increase in any year.

1.2.4 The minimum increase for an employee who is eligible for a Service Salary Increase in the same year that he/she receives a Faculty Merit Increase shall be two and four-tenths percent (2.4%), up to the maximum amount of ten percent (10%).

1.3 For the purposes of PSSI FMI review and funding targets, counselors, librarians, athletic coaches, and UCTE Unit 3 employees shall be considered separate units. (MOU -- see Article 31.23).

1.4 The effective date of all PSSI FMI awards shall be July 1st of each year no later than July 1, 1999 for fiscal year 1998-99, and no later than fourteen (14) days after the final budget allocation from the Chancellor's Office to the campuses of each year thereafter that there are negotiated Performance Salary Step Faculty Merit Increases (MOU -- see Article 31.25).

DRAFT

Faculty Merit Increase Draft 7.doc
2/23/99

- 1.5 There is no requirement to expend all funds dedicated to the PSSSI FMI program in any given fiscal year. Any portion of the funds not expended in any fiscal year shall automatically carry forward to the PSSSI FMI pool in the next fiscal year. In the event that the PSSSI FMI program is eliminated, any funds that have been carried forward shall be used for the professional development opportunities identified in Provision ~~25.1~~ 31.30 of the MOU.

1.5.1 The funds dedicated to FMI may also be utilized in order to provide promotion increases of more than five percent (5%) on the salary schedule (MOU 31.4).

1.5.2 The funds dedicated to FMI may also be utilized for market or equity increases pursuant to MOU 31.53.

- 1.6 Each year that the PSSSI FMI program is funded, the President shall allot ~~95%~~ 90% of the campus funding to the colleges/units based on the pro rata share of ~~total salary for Unit 3 employees~~ number of filled full-time equivalent faculty positions in each college/unit (MOU—see Article 31.29) and shall reserve ~~5%~~ 10% of the campus funding to ~~provide a pool for applicants who are subsequently awarded a PSSSI pursuant to an appeal (MOU—see Article 31.39) for additional increases granted by the President in accordance with MOU 31.xx~~. The Chair of the Academic Senate shall be notified of the allocation model by the Provost and Vice President for Academic Affairs in a timely fashion.

College Deans shall distribute the target PSSSI FMI allocation pools to departments/equivalent units ~~after factoring out a pro-rata amount for awarding PSSSIs to department heads/chairs (or equivalent supervisors) based on total salaries~~ the number of filled full-time equivalent faculty positions and retaining 10% for their discretionary use. College deans shall inform all Unit 3 employees within their College as to the total funding for the College and the distribution of those funds.

- 1.7 Recommendations may include not only whether the candidate is recommended to receive a Faculty Merit Increase, but also the amount of the increase recommended for those candidates receiving a positive recommendation (MOU 31.24). At each level of evaluation, applicants shall be informed of their standing, including the reasons thereof, and be provided with a summary of the basis of their recommendation.

2.0 Eligibility, Applications, and Nominations and Faculty Activity Report

- 2.1 All faculty unit employees, including full and part time lecturers, probationary or tenured faculty including librarians, counselor faculty, coaches, and department chairs/heads are eligible for Faculty Merit Increases. All Unit 3 employees are eligible to ~~shall~~ submit an application for a PSSSI award or to be nominated by other faculty or academic administrators each year that the PSSSI program is funded (MOU—see Article 31.16) a Faculty Activity Report of his/her activities to his/her department chair, by no later than April 1, 1999. This report shall detail in separate sections both of the following:

- (a) all appropriate activities for the period from the last review to July 1, 1998, for fiscal year 1998-99 Faculty Merit Increases to be effective July 1, 1998 (evidence submitted should emphasize the period since the employee's last PSSSI award; the 5 year period prior to the current FMI evaluation; or the interval since their initial appointment at Cal Poly if less than 5 years), and
- (b) all appropriate activities between July 1, 1998, through December 31, 1998, for fiscal year 1999-2000 Faculty Merit Increases to be effective July 1, 1999.

- 2.1.1 Applications/nominations of Department Chairs/Heads, and other equivalent supervisors of Unit 3 employees, who are contractually eligible to apply or be nominated, will be evaluated and recommended by their Dean. The Faculty Activity Report shall include the faculty member's academic rank/classification, salary, date of appointment, and whether the faculty member is eligible for a Service Salary Increase.

- 2.1.2 Commencing 2000, Faculty Activity Reports shall be submitted annually by all Unit 3 employees to their department head/chair, no later than March 1 of each year. In fiscal year 2000-01, the time period of review for activities contained in Faculty Activity Reports shall be January 1, 1999 through December 31, 1999, who are being evaluated for a PSSSI, either through application or nomination, cannot serve on any PSSSI-related evaluation committee which may evaluate said employee.

DRAFT

DRAFT

Faculty Merit Increase Draft 7.doc
2/23/99

2.2 All applications/nominations must be submitted to the Department Chair/Head or equivalent supervisor prior to the application closure date, with a the President or his/her designee at the time the application is submitted to the Department Chair/Head, and must follow the approved PSSI Application format (MOU—see Article 31.16; see page 6). The application is limited to 3 pages, however, applicants/nominators may, without disrupting the order of the information presented, alter the amount of space dedicated to a specific section. To facilitate the application process, Unit 3 employees may download the sample PSSI application Faculty Activity Report form from the OpenMail Bulletin Area-Forms, or from <http://academic-personnel.calpoly.edu/forms.html>.

2.3 Evidence submitted in support of an applicant/nominee should emphasize the period since the employee's last PSSI award or FMI; the 5 year period prior to the current PSSI evaluation; or the interval since their initial appointment at Cal Poly if less than 5 years.

2.4 ~~2.3~~ All Faculty Activity Reports applications/nominations and supporting documentation must only be submitted in writing. All forms of electronic, photographic, and other media will be returned to the applicant and will not be considered.

3.0 Department Procedures and Criteria and Procedures

3.1 The criteria for the award of Faculty Merit Increases shall be as follows. Faculty shall be eligible for Faculty Merit Increases, pursuant to the provisions of Article 31 of the MOU, for demonstrated outstanding or meritorious performance, commensurate with rank, work assignment, and years of service, in the area of teaching, as well as for other scholarly professional accomplishments and for service to the University community. Faculty unit employees whose performance does not include assignments in all of the above areas shall nonetheless be eligible for a Faculty Merit Increase on the basis of the performance in the individual areas of their assignment. Criteria and procedures, including the application form (as limited by Section 2.2 above), used in evaluating applicants for PSSI awards are to be established by each department/unit and approved by the Dean (or appropriate administrator). Criteria to be used in evaluating applicants/nominees are to be consistent with approved guidelines applied in RPT evaluations (MOU—see Article 31.18).

3.1.1 Each department or unit shall recognize that for faculty whose primary duty is teaching, FMI's may be granted for the quality of any of the following:

- a. teaching alone
- b. teaching and scholarship
- c. teaching and service to the University and/or community; or
- d. teaching, scholarship and service to the University and/or community

where the following definitions are to be used as guidelines.

Teaching may include classroom or laboratory instruction of students; supervision of students; thesis or senior project direction; field supervision of students; curriculum development; development of course materials or manuals; other work contributing directly to the teaching of students.

Scholarship means professional growth and achievement and may include: participating in applied, basic or fundamental research of a recognized academic nature; actively participating in professional organizations and/or meetings; performing, presenting or showing the efforts of one's professional work or creative achievements; publication in recognized and refereed professional journals; publication of a textbook or part of a textbook in one's field of study; writing and submitting grant proposals for funding for research or continuing education in one's professional area; consulting or related work experience which provides one with significant intellectual growth in one's discipline; professional registration, certification and licensing.

Service to University and/or Community may include: service on department, college, University or Academic Senate Committees; assisting in department, college, or University activities other than classroom assignments; academic advising; advising, coaching or otherwise assisting student clubs; diversity-related activities; contributing to or serving on community, state or national committees or groups, particularly those which require the application of one's area of professional expertise.

DRAFT

Faculty Merit Increase Draft 7.doc
2/23/99

3.2 At each level of review, faculty unit members eligible for a Service Salary Step Increase (SSI) shall be the first to be reviewed in the annual Faculty Merit Increase Program. (SSI eligible faculty unit members who fail to receive a FMI during fiscal years 1998/99, 1999/00 and 2000/01 shall be granted a meeting with his/her department chair/head in order to discuss professional development plans for the bargaining unit member during the next academic year.)

3.3 A faculty member shall not review his/her own Faculty Activity Report for a Faculty Merit Increase. However, no faculty unit employee shall become ineligible for service on a faculty committee because he/she is a candidate for an increase.

3.4 The departmental FMI committees shall consist of at least three members from among tenure track faculty/ librarians/ counselors/full-time coaches (appointed full time for the entire academic year). Departments with fewer than three eligible members shall form a FMI committee as provided in Section 3.5. Each department or unit shall have the autonomy, within the guidelines and definitions of Section 3.1.1, to develop its own review process for recommending its faculty for FMI's. Each department or unit shall incorporate into its review process the recognition of merit in fulfilling the assignments of its faculty who have been given assigned time/release time for duties other than teaching (such as department chair or engaging in professional development).

~~3.2 Departments/units may elect to utilize a College Review Board as its FMI committee. In such cases, the department/unit would request that the Dean convene an elected Review Board. The composition of the Review Board should be similar to the College Peer Review Committee used in promotion considerations, but could include representation from departments/units outside of the College when requested by the department/unit being evaluated.~~

~~—The counselor, librarian, athletic coach, Writing Skills Program, and UCTE units may elect to request that the Provost and Vice President for Academic Affairs appoint a Review Board to serve as its PSSI committee consisting of tenured faculty.~~

~~3.3 Applicants/nominees are to be evaluated in the following areas: teaching performance and/or other professional performance; professional growth and achievement; and service to the university, students, and community (MOU—see Article 31.14).~~

3.5 Department FMI Committee Recommendations. A FMI committee shall be established within each academic department to consider and recommend Faculty Merit Increases for qualified bargaining unit members assigned to that department, including Faculty Activity Reports of department chair/head. Where there are insufficient persons to serve on a departmental committee, the department shall select persons from a related academic discipline for that purpose.
~~units may elect to utilize a College Review Board as its FMI committee.~~

~~3.4 Academic departments/units shall constitute the highest level faculty review committee with regard to PSSI applications/nominations unless replaced by a Review Board. Bargaining unit members eligible for a Service Salary Increase shall be the first to be reviewed in the annual Faculty Merit Increase Program. The FMI committee may recommend that an individual faculty member receive a merit increase of any amount up to 10 percent of that person's base pay; recommended increases shall not be limited to the 2.4 percent increment between salary steps. Following completion of the evaluation procedure used by the faculty review committee, all applications/nominations Faculty Activity Reports shall be forwarded to the department chair/head Dean of the College (or appropriate administrator). Departmental PSSI recommendations including the number of steps recommended, shall be forwarded to both the Dean of the College (or appropriate administrator) and the President of the University (MOU—see Article 31.21).~~

~~3.4.1 Applicants/nominees shall be informed by their department/unit PSSI committee/Review Board of its recommendation and number of steps for which they were recommended.~~

~~3.4.2 Applicants/nominees may forward a one page rebuttal, to the departmental or Review Board recommendation, to the Dean or appropriate administrator (with a copy to the President) within 7 calendar days of their notification. Statements submitted by applicants/nominees shall be included with their original PSSI application.~~

3.6 3.5 The total cost of all departmental recommendations shall not exceed the targeted allocation for the department/unit.

DRAFT

Faculty Merit Increase Draft 7.doc
2/23/99

- 3.5.1** Applicants/nominees who receive positive recommendations, but for whom there is insufficient funding within the targeted departmental/unit allocation shall have their recommendation forwarded on a separate list for consideration by the Dean Department Chair/Head.

3.7 Departmental Chair/Head's Review. Bargaining unit members eligible for a Service Salary Increase shall be the first to be reviewed in the annual Faculty Merit Increase Program. The recommendation of the departmental FMI committee shall be reviewed by the department chair/head of said department, who may concur or disagree with any such recommendation. The chair/head of the department may recommend changing the amount of the increase recommended by the FMI committee for any faculty member. In addition, the chair/head may recommend a Faculty Merit Increase for any bargaining unit member assigned to said department for whom the FMI committee did not recommend an increase. The department chair/head may recommend that an individual faculty member receive a Faculty Merit Increase of any amount up to 10 percent of that person's base pay; recommended increases shall not be limited to the 2.4 percent increment between salary steps. A departmental chair/head shall not make any recommendation regarding his or her own Faculty Merit Increase.

4.0 Administrative Dean's Review

The Dean or appropriate administrator of each College/unit shall receive all PSSIs, applications, Faculty Activity Reports and recommendations from each department FMI committee within the College, and by the department chairs/heads. Bargaining unit members eligible for a Service Salary Increase shall be the first to be reviewed in the annual Faculty Merit Increase Program. After review of the applications/nominations, Faculty Activity Reports, departmental FMI committee recommendations, and consultation with the recommendations of the department chairs/heads, the Dean or appropriate administrator shall award PSSIs, which at a minimum shall include at least 50% of Unit 3 members recommended for PSSIs awards by the respective department/unit/ review board. Once the 50% awards criterion is met from the 85% allocation, deans/appropriate administrators may treat the remaining dollar allocation as discretionary funds (in addition to the initial 10% discretionary allocation); may concur or disagree with any such recommendation. The dean or appropriate administrator may change the amount of the increase recommended by the FMI committee or by the department chair/head for any faculty member. In addition, the dean may recommend a Faculty Merit Increase for any bargaining unit member assigned to a department/unit with the college for whom neither the departmental FMI committee nor the chair/head recommended an increase. The dean may recommend that an individual faculty member receive a Faculty Merit Increase of any amount up to 10 percent of that person's base pay; recommended increase shall not be limited to the 2.4 percent increment between salary steps. The total cost of all steps recommended by the Dean shall not exceed the target allocation for the college/unit. The deans forward his/her positive recommendations along with applicable Faculty Activity Reports to the President via the Provost. The dean advises faculty members in writing of his/her recommendation. Deans provide Provost a report that lists all faculty considered for FMI and a summary of the recommendations by the department FMI committee, department chair/head, and Dean.

- ~~4.1 After conferring with the President and Provost, the Dean or appropriate administrator shall notify each applicant of the decision to grant or deny a PSSI award for outstanding or meritorious performance. Applicants awarded a PSSI shall also be informed of the number of steps to be granted and the effective date of the award.~~

- 4.3 4.2** Administrative review of counselors shall be the responsibility of the Vice President for Student Affairs or his/her designee; for librarians the Dean of Library Services or his/her designee; for athletic coaches the Athletic Director or his/her designee; and for UCTE the Director of UCTE or his/her designee.

5.0 Appeal Process. The Provost shall establish a merit pay appeals committee consisting of five faculty members and five administrators. Faculty will be selected from a slate of ten names recommended by the Executive Committee of the Academic Senate. Any faculty member may appeal to said committee a dean's (or appropriate administrator's) negative recommendation for a Faculty Merit Increase only if the faculty member was recommended for a Faculty Merit Increase by a departmental FMI committee or by a department chair/head. A faculty member may also appeal a dean's recommendation for Faculty Merit Increase that is less than that recommended by a departmental FMI committee or by the department chair/head. (If department committee, department chair/head, and dean all do not recommend a FMI, then the faculty member may not file an appeal.) Such an appeal shall be considered by a panel of two faculty members and two administrators selected randomly from the members of merit pay appeals committee; the panel shall not include any person from the appellant's department. The panel shall review the documents relevant to the Faculty Merit Increase for

DRAFT

Faculty Merit Increase Draft 7.doc
2/23/99

the faculty unit member that were relied on or produced by the department FMI committee, the department chair, and the dean. Decisions of the panel shall be by majority vote (a tie vote results in denial of the appeal) and shall not be subject to review by the committee as a whole. The panel shall issue a written decision when granting an appeal, which shall be advisory to the President; the panel shall deny an appeal without comment.

5.0 6.0 President's Review-Decision

5.1 6.1 The President or designee shall review the applications/nominations, recommendations from the academic departments/units and the decisions of College Deans, or appropriate administrator. Positive recommendations from each dean (appropriate administrator) and appeals granted by the merit pay appeals committee shall be submitted to the President. The President shall not consider merit pay increases for any other faculty member. Bargaining unit members eligible for a Service Salary Increase shall be the first to be reviewed in the annual Faculty Merit Increase Program. The President may reject, decrease, or increase any such recommendation or appeal. The President may grant an individual faculty member a Faculty Merit Increase of any amount up to 10 percent of that person's base pay; increases shall not be limited to the 2.4 percent increment between salary steps. The decision of the President shall be final and binding on the University, the California Faculty Association, and the affected faculty member. Ten (10) percent of the pool available for all Faculty Merit Increases shall be reserved to fund any additional increases granted by the President in accordance with MOU 31.xx. The President may not grant additional increases that total more than the 10 percent of the pool reserved for that purpose. Any portion of the pool that is not expended in the above manner shall be rolled over and added to the pool for Faculty Merit Increases for the following fiscal year.

6.0 7.0 PSSSI FMI calendar and timeline

6.1 7.1 The specific timeline covering notification, application, evaluation, and PSSSI FMI award announcements shall be established by the President in consultation with the Academic Senate.

7.0—Peer Review of PSSSI denials

- 7.1** ~~Applicants/nominees who fail to receive a PSSSI award shall be eligible to have their application reviewed by the University Peer Review Panel. The appeal letter may be up to six pages in length, double spaced, and must be received by the Provost and Vice President for Academic Affairs within ten academic working days of receipt of the notification of denial (MOU—see Article 31.40).~~
- 7.2** ~~University Peer Review Panels, consisting of 3 members and 1 alternate, will be appointed by the Provost and Vice President for Academic Affairs in consultation with California Faculty Association. Members shall be selected by lot from among all full-time, tenured faculty who did not serve on a PSSSI committee, and who were not applicants/nominees for a PSSSI award (MOU—see Articles 31.41; 31.42).~~
- 7.3** ~~The University Peer Review Panel shall begin to review the specific Performance Salary Step denial within 14 days of its selection. The Panel's review shall be limited to a reconsideration of the increase denial of the applicant/nominee, and the appropriate administrator's written response to any allegations made by the affected employee. Except for presentations of the complainant and the administrator, if the administrator chooses, the peer review will be made from the documents set forth in Section 31.43 of the MOU.~~
- 7.4** ~~The University Peer Review Panel proceeding will not be open to the public and shall not constitute a hearing (MOU—see Article 31.44).~~
- 7.5** ~~No later than thirty (30) days after its selection, the University Peer Review Panel shall submit to the President and complainant a written report of its findings and recommendations. All written materials considered by the University Peer Review panel shall be forwarded to the President. When the panel has complied with this section, it shall be discharged of its duties for any individual case (MOU—see Article 31.45).~~

DRAFT

Faculty Merit Increase Draft 7.doc
2/23/99

- 7.6 ~~The President shall consider the University Peer Review Panel's recommendations and all forwarded materials. No later than fourteen (14) days after receipt of the University Peer Review Panel's report, the President shall notify the applicant/nominee and the University Peer Review Panel of his/her final decision, including the reasons therefor. Notification of the President's decision concludes the peer review procedure and his/her decision shall not be subject to review in any forum.~~
- 8.0 Publication of Faculty Merit Pay Increases: a list of individual faculty members receiving a Faculty Merit Increase, their rank, the amount of the increase received and their department shall be made public on each campus no later than one (1) month after final decision regarding such increases. Faculty members who do not wish to have their name published shall so advise the Academic Personnel office in writing by April 15th and their name shall not appear on the list.

DRAFT

DRAFT

Faculty Merit Increase Draft 7.doc
2/23/99

1998-99 Faculty Merit Increase Schedule

- March 1 - March 19** Departments establish departmental FMI committee. Where there are insufficient persons to serve on a departmental committee, the department shall select persons from a related academic discipline for that purpose.
- April 1, 1999** Faculty submit Faculty Activity Reports (FAR) to department chair/head.
- April 1 – April 15** Department FMI committee reviews Faculty Activity Reports and submits recommendations to department chairs/heads with copy to faculty member.
- April 16 -- April 29** Department chair/head reviews Faculty Activity Reports, and after considering department FMI committee recommendations, submit separate recommendations to dean (appropriate administrator) with copy to faculty member.
- April 30 -May 14** Deans (appropriate administrators) review Faculty Activity Reports and forward positive recommendations along with applicable Faculty Activity Reports to President via Provost. Deans advise faculty members in writing of his/her recommendation. Deans provide Provost a report that lists all faculty considered for FMI and a summary of the recommendations by the department FMI committee, department chair/head, and Dean.
- April 21** FMI Appeals Committee consisting of five administrators and five faculty members is appointed by Provost.
- May 15 – May 19** Faculty eligible to appeal must submit written appeal to Provost who forwards appeal to appropriate Appeal Panel of two administrators and two faculty members.
- May 20 - June 1** Appeal panels review files and provide recommendations to President via Provost.
- July 1, 1999** President or designee announces 1998-99 FMI decisions retroactive to July 1, 1998.
- 14 days after
Chancellor's office
distributes budget. President or designee announces 1999-2000 FMI decisions effective July 1, 1999.

DRAFT